



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 7010.1

MCCS

23 JAN 2001

STATION ORDER 7010.1

From: Commanding General
To: Distribution

Subj: MARINE CORPS COMMUNITY SERVICES (MCCS) ALLOCATION
OF NON-APPROPRIATED FUNDS (NAF) IN SUPPORT OF THE
MARINE CORPS BIRTHDAY BALL

Ref: (a) MCO P1700.27A

Encl: (1) Expenditure Request Form

1. Purpose. To provide instructions regarding MCCS NAF funds available for active duty personnel (E-1 through E-5) stationed aboard Marine Corps Air Station (MCAS) Miramar in support of an official function referred to as the Marine Corps Birthday Ball.

2. Discussion

a. MCCS fund allocation for support of the Marine Corps Birthday Ball will be determined annually by the Assistant Chief of Staff, MCCS and approved by the Commanding General.

b. MCCS funds will be used to defray costs for enlisted ranks E-1 through E-5 only, whom will be attending an official Marine Corps Birthday Ball (i.e., reduction of ticket price, cash back, etc.). Funds will not be used for the overall set-up of Marine Corps Birthday Ball (i.e., band, flowers, cake, etc.).

c. MCCS will determine and distribute the dollar amount of financial support to each unit for their Marine Corps Birthday Ball event. Expenditure in excess of the allocation will not be covered by MCCS.

3. Requirements

a. Amount of funds to be distributed will be calculated from the monthly submission of the unit Average On-Board Count forms for grades E-1 through E-5 assigned to the unit during the previous three (3) months.

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b. Verification of E-1 through E-5 Birthday Ball attendees will be required from all units within 30 days following the Marine Corps Birthday Ball in the form of a memorandum from the unit Commanding Officer to the Assistant Chief of Staff, MCCA.

c. Allocation may be obtained, based on the following:


(1) If the Marine Corps Birthday Ball is held at a MCCA facility, E-1 through E-5 allotment will be applied against the contract invoice amount. Payment to MCCA for the balance of the contract amount is due within ten (10) days from date of invoice.

(2) Total amount of allocation may be requested from MCCA utilizing enclosure (1) no earlier than 60 days prior to the Birthday Ball. Excess funds must be returned to MCCA within 30 days.

(3) Units may desire to collect allocation following the Birthday Ball.

4. Action. Commanders requesting Marine Corps Ball Fund assistance will complete enclosure (1) and return directly to the MCCA Accounting Office, building 2273, Monday through Friday, between 0730-1600.

5. Concurrence. The Commanding General, 3d Marine Aircraft Wing and Commanding Officer, Marine Aircraft Group 46 concurs with the provision of this Order.


D.J. MCDANIEL
Chief of Staff

DISTRIBUTION: A

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EXPENDITURE REQUEST FORM

MCCS MIRAMAR 7010.3 (REV. 2/99)



Name of Command:		
Purpose of Expenditure:	Date of Event:	Number of Persons:
Check Payable to the Order of:		Amount:
Point of Contact:		Phone

NOTE: For auditing purposes, the "Check Payable to the Order of", "Point of Contact", and "Command Approving Officer" signature may not be the same. For unit allocations only: Original receipts and any excess cash must be returned to the MCCS Department within 15 days of the scheduled event.

CHECK RECEIPT ACKNOWLEDGEMENT

Signature:	Printed Name:	Check Number:	Date:
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 FOR MCCS USE ONLY

Amount Approved:	Account Number:	Signature:
Account Balance:	Receipts Returned Date (if applicable):	

ENCLOSURE (1)